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THE OTTAWA ASSOCIATION
for
THE ADVANCEMENT OF LEARNING

CARLETON COLLEGE
—
INSTITUTE
of
PUBLIC ADMINISTRATION
—

OTTAWA - CANADA



SECOND ANNUAL CALENDAR

1943 - 1944

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Historical Statement

During the Fall and Winter of 1938-39 a committee of the Ottawa Y.M.C.A., with Dr. H. L. Keenleyside as Chairman, held periodical meetings to discuss the matter of facilities for higher education in the City. While the Roman Catholic population was served by the University of Ottawa and St. Patrick's College, the somewhat larger non-Catholic population had no institution conducting college work, and it appeared that in no other Canadian city was there a group of equal size not served by at least a junior college. Several possibilities for improving the situation were considered and some were tentatively explored.

With the outbreak of war in 1939 the committee discontinued its work, but by 1941 it had become apparent that circumstances brought about by the war had increased the need of facilities for higher education in the Capital. Thousands of young people had come to work in Government offices, many of them having interrupted their education in doing so. Many others in the armed services were to be expected on demobilization, since the Civil Service would be a preferred occupation for them. The problem was consequently taken up again by a group, mainly the same as the earlier committee in personnel, under the chairmanship of Dr. H. M. Tory.

The situation was discussed with the heads of universities in other cities attended in numbers by Ottawa students and with many prominent citizens of Ottawa. Teaching resources for evening classes, good at any time in the Capital, had been greatly increased by the presence of many university teachers in temporary wartime positions. An inquiry proved that a sufficient number of teachers were both willing and anxious to co-operate. The idea of establishing an autonomous association based on general community support for the purpose of conducting a college and promoting higher educational work generally met with very cordial acceptance. A group of citizens guaranteed sufficient funds to make an experimental period possible. Plans were accordingly made to establish "The Ottawa Association for the Advancement of Learning," the immediate objects of which would be to offer evening instruction in the first two years of university work, during the academic year 1942-43, under the name of Carleton College and later to establish an Institute of Public Administration.

At a meeting of the Board of Governors held on April 23rd, 1943, it was decided to offer instruction in the Institute of Public Administration during the Session 1943-44. To clearly distinguish between the College and the Institute, separate Educational Directorates were set up as set forth in this Calendar. It was considered wise to begin in a practical way by offering courses for which there was an immediate demand.

The Articles of Association under which the Ottawa Association for the Advancement of Learning came into being are as follows:

The Ottawa Association for the Advancement of Learning

Articles of Association entered into this 18th day of June, 1942.

Whereas it is deemed needful and desirable that additional facilities for study and learning be promoted in the City of Ottawa.

Therefore witnesseth that the undersigned and such other persons as shall from time to time subscribe thereto, do hereby mutually covenant and agree to become associated in the promotion, maintenance and advancement of facilities for study and learning in the City of Ottawa, in the County of Carleton and Province of Ontario, under the terms and provisions herein expressed:

1. The name of this Association shall be "The Ottawa Association for the Advancement of Learning."

2. The Association shall be deemed to have commenced on the eighteenth day of June, 1942.

3. The Association shall have for its purposes and objects:

- (a) the promotion of learning in any or all of its branches;
- (b) the organization and establishment of a non-sectarian college of higher learning in the City of Ottawa;
- (c) the organization and establishment of an Institute of Public Administration;
- (d) the promotion of the intellectual, social, moral and physical welfare of its students, graduates, teaching staff and others interested in the Association, and of the community in which it operates.

4. The Association shall have its Seat at the City of Ottawa.

5. The Association shall be governed by a Board of twenty-one to be known as the "Board of Governors." In acknowledgment of its interest and assistance in the organization and establishment of the Association The Ottawa Y.M.C.A. shall have the right to name and be represented by four members on the Board of Governors at all times.

6. Any person of good moral character may become a member of the Association or otherwise admitted to interest or participation in the activities of the Association, subject to approval by the Board of Governors. Members of the Association may retire from membership, upon three months' written notice to the Chairman. The heirs, executors or adminis-

trators of deceased members shall be relieved and indemnified against all liabilities of the Association by continuing members.

7. The interests and activities of the Association shall be open to men and women on equal terms.

8. The Association shall otherwise be governed by a Constitution and By-laws which may be amended, repealed or added to, in the manner and under the provisions therein stated.

MEMBERS OF THE OTTAWA ASSOCIATION FOR THE ADVANCEMENT OF LEARNING

Maj. E. O. Ault
Dr. G. S. H. Barton
Col. O. M. Biggar
C. Jackson Booth
James C. Brady
Frederic E. Bronson
Dr. F. S. Burke
Dr. Lawrence Burpee
Omer Chaput
Dr. R. H. Coats
A. Cohen
W. M. Connor
Charles G. Cowan
A. A. Crawley
W. R. Creighton
D. P. Cruikshank
S. A. Cudmore
E. F. Davidson
Dr. Florence S. Dunlop
Dr. McGregor Easson
Col. C. M. Edwards
Gordon C. Edwards
Robert England
Miss S. A. Feeley
Gordon G. Gale
C. C. Gibson
Lt. Col. W. F. Hadley
Arnold D. P. Heeney
Walter B. Herbert
H. P. Hill, Jr.
S. S. Holden
E. J. Jenkins
F. C. Jennings
Dr. H. L. Keenleyside

Mrs. H. L. Keenleyside
W. S. Kidd
Lady Kingsmill
David Lewis
Mayor Stanley Lewis
Dr. W. C. Macartney
Miss E. P. MacCallum
Robert J. McDowall
G. J. McIlraith, M.P.
C. H. Maclaren
Lt. Col. G. S. Macfarlane
Alex. E. MacRae
José A. Machado
Herbert Marshall
Frank Matley
T. R. Montgomery
James Muir
Scott Murray
Arthur L. Neal
Frank G. Patten
Charles Ogilvy
Dr. J. E. Robbins
Mrs. Norman Robertson
Dr. P. D. Ross
H. S. Southam
W. M. Southam
Lesslie Thomson
Dr. H. M. Tory
Mrs. Phyllis Turner
Harold G. Vail
Henry R. Welch
Senator Cairine Wilson
Norman F. Wilson
Walter S. Woods

Board of Governors,

Dr. P. D. Ross, Honorary Chairman

Dr. H. M. Tory, *Chairman*

Retire 1943

Mr. W. M. Connor, *Treasurer*

Mr. E. J. Jenkins

Mr. David Lewis

Dr. H. L. Keenleyside,

Vice-Chairman

Dr. J. E. Robbins

Retire 1944

Mr. Charles Cowan

Dr. McGregor Easson

Col. C. M. Edwards

Mr. C. C. Gibson

Lt. Col. Fraser Hadley

Mr. F. C. Jennings

Mr. W. S. Kidd

Retire 1945

Col. O. M. Biggar

Dr. W. C. Macartney

Mr. T. R. Montgomery

Mr. Frank G. Patten

Mr. H. S. Southam

Mrs. Phyllis Turner

Mr. Norman Wilson

OFFICERS OF ADMINISTRATION

H. M. Tory, D.Sc., LL.D., D.C.L., F.R.S.C., F.R.H.S.

President

L. W. Shaw, M.A.

Executive Assistant

Miss Dorothy Wardle, B.A.

Secretary in Charge of Records

EDUCATIONAL DIRECTORATES

A. Carleton College

Dr. H. M. Tory

Dr. J. E. Robbins

Dr. McGregor Easson

Mr. F. G. Patten

Mr. F. C. Jennings

Mr. L. W. Shaw

Representative of Teaching Staff. Ad hoc.

- B. Institute of Public Administration
Dr. H. M. Tory
Dr. J. E. Robbins
Dr. H. L. Keenleyside
Mr. C. H. Bland
Mr. C. Fraser Elliott
Mr. W. S. Woods
Representative of Teaching Staff. Ad hoc.

Officers of Instruction

ACCOUNTING:

H. N. Corbett, B.Comm.

BIOLOGY:

L. R. Merkley, M.A., B.Paed.

CHEMISTRY:

Leo Marion, M.A., Ph.D.

V. E. Bullock, M.A.

Catherine Oldfield, B.A.

ECONOMICS:

Angus S. Abell, M.A.

ENGLISH:

Wilfrid Eggleston, B.A.

A. M. Beattie, B.A.

FINE ART:

W. S. Heckscher, Ph.D.

FRENCH:

Amédée J. Bénétiau, M.A., Ph.D.

C. D. Rouillard, M.A., Ph.D.

Lionel Lalande, B.A.

GEOLOGY:

F. J. Alcock, Ph.D., F.R.S.C.

GERMAN:

W. S. Heckscher, Ph.D.

HISTORY:

James A. Gibson, Ph.D.

J. M. McQueen, M.A.

LATIN:

L. G. Keill, B.A.
Wallace H. Showman, M.A.

MATHEMATICS:

G. de B. Robinson, B.A., Ph.D.
E. D. Hendry, B.A.
Leo McCarthy, B.A.

PHILOSOPHY:

F. E. Whitworth, M.A., Ph.D.

PHYSICS:

H. G. Hanley, B.A.

PSYCHOLOGY:

Florence Dunlop, M.A., Ph.D.

POLITICAL SCIENCE:

H. F. Angus, M.A., F.R.S.C.

RUSSIAN:

D. I. Lalkow, M.D.

SPANISH:

Thos. B. Irving, M.Litt., Ph.D.
G. Earl Fraser, M.A.
Mario J. Harrington, M.A.
Mercedes M. French, B.A.

DEPT. OF FAR EASTERN STUDIES:

(a) CHINESE:

Gordon R. Taylor, M.A.
Mrs. E. B. S. Lee, LL.B.
Gan D. Chu, B.A.Sc.

(b) JAPANESE:

Herbert E. Norman, Ph.D.
Edith Ikeda

CALENDAR

Academic Year 1943-44

1943

SEPTEMBER 13-17	Registration
SEPTEMBER 20	Classes begin
OCTOBER	Thanksgiving Day
DECEMBER 22	Last day of classes before Christmas vacation

1944

JANUARY 3	Classes reopen after Christmas vacation
JANUARY 17	Second Term begins
APRIL 7	Good Friday
APRIL 10	Easter Monday
MAY 26	Last Day of classes
MAY 29	Final Examinations begin

SECTION I
CARLETON COLLEGE

REQUIREMENTS FOR ADMISSION

(a) FIRST YEAR:

Students will be admitted to the First Year who have obtained satisfactory standing in required subjects at the Junior Matriculation level in any province of Canada (Grade XII in Ontario and British Columbia, Grade XI in the other provinces); or who have obtained equivalent standing elsewhere.

Before registering for First Year courses a student must have obtained Junior Matriculation standing in six subjects, including the following four: (1) English, (2) Mathematics (Algebra and Geometry), (3) A classical or modern language, and (4) History or Social Studies. To proceed to a degree in the Faculty of Arts and Science in the universities of Central Canada, Latin is usually required as the language under (3).

(b) SECOND YEAR:

Students will be admitted to the Second Year who have obtained satisfactory standing in required subjects at the Senior Matriculation level in any province (having already obtained standing at the Junior Matriculation level); or who have passed the First Year Examinations of a Canadian University; or who have obtained other equivalents from recognized examining bodies.

Before registering for Second Year Courses a student must have obtained Senior Matriculation or First Year standing in five subjects, including the following: (1) English, (2) Mathematics or Latin, and (3) a modern language (or Latin if it is not taken in place of Mathematics).

(c) SPECIAL STUDENTS:

Students who have satisfactory qualifications may take the courses, without registering for credit toward a degree, in any subject in which instruction is offered. Special attention will be paid to instruction in languages, both with regard to writing and speaking.

SUBJECTS OF INSTRUCTION

Courses of instruction are offered to cover the requirements of the First and Second Years of a four-year course in the Faculties of Arts and Science (including Commerce) in the Canadian Universities.

The following universities have agreed to accept the courses passed in the First Two Years of Carleton College as equivalent to their own: Acadia, Mount Allison, New Brunswick, McGill, Queen's, Toronto, Western Ontario, McMaster, Manitoba, Saskatchewan, Alberta and British Columbia.

FIRST YEAR

- | | |
|-----------------|--|
| (1) English 1 | (11) Mathematics 1
(Algebra & Geometry) |
| (2) History 1 | (12) Mathematics 1 (a)
(Trigonometry) |
| (3) Latin 1 | (13) Chemistry 1 |
| (4) French 1 | (14) Physics 1 |
| (5) German 1A | (15) Biology 1 |
| (6) German 1 | x(16) Japanese 1A, 1 ₁ , 1 ₂ |
| (7) Spanish 1A | x(17) Chinese 1A, 1B, 1C |
| (8) Spanish 1 | 1 ₁ , 1 ₂ , 1 ₃ |
| x(9) Russian 1A | (18) Fine Art 1 |
| (10) Russian 1 | |

x—Russian, Japanese and Chinese are not prescribed by any Canadian University. An effort is being made to have these subjects accepted as undergraduate courses.

Subjects numbered 1A are first courses, for students who have not studied the language concerned before matriculating. Mathematics 1 (a) is a half subject.

For full-time students in residence at Canadian universities five subjects normally constitute a year's work. Although a certain amount of freedom is allowed in choice of subjects, for all more advanced work the following are generally prerequisite in the First Year: (1) English, (2) Mathematics or Latin, and (3) a modern language (or Latin if it is not taken in place of Mathematics). When making their selection of First Year subjects students should consult the calendars of institutions in which they expect to pursue more advanced work, to ensure that they choose the proper electives.

Students intending to proceed to a degree in Arts will usually choose subjects as follows: (1) English 1; (2) History 1; (3) Mathematics 1 or Latin 1; (4) A modern language, or Latin if not taken under (3); (5) one other subject.

Students intending to proceed to a degree in Science will usually choose subjects as follows: (1) English 1; (2) Mathematics 1; in some cases including 1 (a); (3) A modern language; (4) Chemistry 1; (5) Physics 1.

Students intending to proceed to a degree in Commerce will usually choose subjects as follows: (1) English 1; (2) Mathematics 1, in some cases including 1 (a); (3) A modern language; (4) and (5) Two other subjects.

Students looking forward to Medicine or Law will find that Latin 1 is either recommended or required.

SECOND YEAR

- | | |
|-------------------|--------------------------|
| (1) English 2 | (9) Physics 2 |
| (2) French 2 | (10) Accounting 2 |
| (3) Latin 2 | (11) Economics 2 |
| (4) German 2 | (12) Political Science 2 |
| (5) Spanish 2 | (13) Philosophy 2 |
| (6) History 2 | (14) Psychology 2 |
| (7) Mathematics 2 | (15) Geology 2 |
| (8) Chemistry 2 | |

The following courses in Mathematics will be offered during the session 1943-44 provided that there is a registration of 8 or more students. These courses with Mathematics 2 above fulfil the requirements for First Year Applied Science:

Mathematics 3

Mathematics 4

Mathematics 5

Five subjects normally constitute a year's work in Second Year as in First Year. First Year subjects not previously taken may in some cases be taken for Second Year credit.

Students planning to proceed to a degree in Arts will normally select Second Year subjects as follows: (1) English 2; (2) A further year of work in a language studied in First Year; (3), (4) and (5) three other subjects mainly chosen to provide the beginning of studies that will be continued in more advanced years.

Students planning to proceed to a degree in Science will normally select Second Year subjects as follows: (1) English 2; (2) a further year of work in a language studied in First Year; (3), (4) and (5) three subjects chosen from among Mathematics and the Science subjects offered.

Students planning to proceed to a degree in Commerce will normally select Second Year subjects as follows: (1) English 2; (2) A second year of work in a language studied in First Year; (3) Accounting 2; (4) Economics 2; (5) Political Science 2, or History 2, or Mathematics 2.

In all cases students should familiarize themselves with the Second Year requirements set out in the calendar of the institution in which they expect to complete work for a degree.

EVENING AND SATURDAY CLASSES ONLY, 1943-44

In 1943-44 evening and Saturday classes only will be conducted; from 7.30 to 9.30, Monday to Friday, and 2.30 to 4.30 Saturday afternoons.

Classes will open on September 20, 1943, and end on May 26th, 1944. Examinations will begin May 30th, ending June 9th.

Two hours of lectures will be given weekly in each full subject. Laboratory time will be additional. By using a longer academic year it is anticipated that the number of lectures per subject will be approximately the same as normally given to full-time students in three-hour courses.

Classes will be conducted at the High School of Commerce (Glebe-Commerce Building, Carling Avenue).

REGISTRATION

Registration will take place from 7.30 to 9.30 on the evenings of September 13th to 17th inclusive in the Glebe-Commerce Building. Preliminary information may be obtained prior to these dates from the College Office, High School of Commerce, Phone 5-4578.

Students employed during the day are advised not to register for more than two subjects.

FEEES

	First Year	Second Year
Registration	\$ 5.00	\$ 5.00
Tuition per subject, full year	15.00	30.00
Tuition per half subject or half year	7.50	15.00
Laboratory Fee per subjec for Chemistry and Physics only	5.00	5.00
Student Council fee	1.00	1.00

Complete fees are due on registration but may be paid in two instalments. The registration fee and one half the tuition must be paid on registration. The other half must be paid on or before January 17th, 1944. An additional charge of \$2.00 will be made in each case for late payment unless the student has made special arrangements with the College Office before date of payment. The Student Council fee must be paid on registration.

EXAMINATIONS

Students' standing on the year's work will be determined in part by tests given during the year, and in part by final examination. The final examinations will begin on May 30th, 1944. Students completing the prescribed requirements of the First and Second Years will be granted a Junior College Graduation Certificate. Possession of this Certificate will enable students to complete the course leading to the B.A. Degree in two years in any of the universities mentioned above.

SPECIAL OR EXTENSION COURSES

In addition to the courses offered in this Calendar, a number of Special Courses, not intended for University Credit, will be offered During 1942-43 courses in Child Psychology and Labor Relations were found to be of great interest and were largely attended. These courses will be continued in 1943-44. Notice of other courses will be given later.

DETAILS OF SUBJECTS

In all the subjects of the First Year the courses are those required for Senior Matriculation (Grade XIII in the secondary schools of Ontario).

ACCOUNTING

Instructor: H. N. Corbett, B.Comm.

Accounting 2 The Theory and Practice of Accounts. The principle of debit and credit; books of original record; documents employed, sales, purchases, consignments; returns inward and returns outward, correction of errors. Subsidiary ledgers and controlling accounts to represent them in the general ledger; special forms of original record required to facilitate such control; notes and drafts, discounting and renewal of notes; single entry; revenue and capital and expenditure; depreciation of fixed assets; the general ledger and trial balance; adjusting and closing entries; trading and profit and loss statements and balance sheet; single proprietorship; elements of partnership; elements of corporation finance.

Prescribed text: Accounting Principles and Bookkeeping Procedure (Walker).

BIOLOGY

Instructor: L. R. Merkley, M.A., B.Paed.

Biology 1. First Term, Botany 1 (a). Second Term, Zoology 1 (a). The syllabus outlined for Grade XIII in the Collegiate Institutes of Ontario will be followed.

Prescribed texts will be announced at the beginning of the college term.

CHEMISTRY

Instructors: Leo Marion, M.A., Ph.D.
V. E. Bullock, M.A.
Catherine Oldfield, B.A.

Chemistry 1. The course is that prescribed for Grade XIII in the Collegiate Institutes of Ontario. It deals with the methods of prepara-

tion and properties of the more important non-metals and metals and their compounds. The fundamental laws and principles of chemistry are emphasized. A Laboratory course is associated with the lectures.

Prescribed texts will be announced at the beginning of the college term.

Chemistry 2. An elementary course in organic chemistry.

Prescribed texts: Nichols, An Introduction to Practical Organic Chemistry.

Lucas, Organic Chemistry.

ECONOMICS

Instructor: Angus S. Abell, M.A.

Economics 2 The elements of Political Economy.

Prescribed text: The Principles of Economics (Garver & Hansen), (rev. ed.).

ENGLISH

Instructors: Wilfrid Eggleston, B.A.

A. M. Beattie, B.A.

English 1. Literature and Composition. The course followed will be that prescribed for Senior Matriculation in the Collegiate Institutes of Ontario (Grade XIII).

English 2. English Literature and Composition. The course is intended as a general introduction to English Literature. A number of original essays will be required during the year. These will be critically examined and marked as part of the final examination.

Prescribed text: Literature of England (Woods, Watt and Anderson).

FRENCH

Instructors: Amédée J. Bénéteau, M.A., Ph.D.

C. D. Rouillard, M.A., Ph.D.

Lionel Lalande, B.A.

French 1. As Carleton College is situated in a centre where French is spoken by a large percentage of the population, much stress will be laid on oral French with the aim of having the students acquire a speaking knowledge of the language. The lectures will be conducted in French and conversational topics of common interest will frequently be discussed

in class. The students will be encouraged to do a good deal of French supplementary reading from books recommended by the instructors. In addition to the regular text book exercises, the students will be required to hand in short essays in French based on familiar themes.

Prescribed texts Those prescribed by the Ontario Department of Education for Grade XIII.

A list of French books for supplementary reading will be supplied at the beginning of the term.

French 2. Introduction to nineteenth and twentieth century French literature. Reading of modern texts, composition, and conversation.

GEOLOGY

Instructor: F. J. Alcock, Ph.D., F.R.S.C.

Geology 1......A course of general Geology with laboratory and field work.

Prescribed text: Longwell, Knopf, Flint, Schuchert and Dunbar: Outlines of Geology.

GERMAN

Instructor: W. S. Heckscher, Ph.D.

German 1A. A special course will be provided for those who have not taken German for Junior Matriculation. The work will comprise the elements of Grammar, the rudiments of General and German Phonetics, the reading of easy German prose and poetry, as well as the elements of Composition.

Prescribed texts:

Grammar: Ontario High School German Grammar (The Ryerson Press).

Reading: Storm, Immensee (ed. E. O. Wooley), D. Heath & Co.

The German Reader (The Ryerson Press).

German 1. The course followed will be that prescribed for Senior Matriculation (Grade XIII Ontario). Emphasis will be laid on vocabulary, pronunciation and word formation in the light of general linguistics and phonetics; composition; conversation.

Prescribed texts:

Grammar: Schreiben Sie Deutsch (Copp Clark Co.).

Reading: Storm, Pole Poppenspalter (Copp Clark Co.).

For Home Reading: E. Kastner, Das Fliegende Klassenzimmer (Cofts & Co., N.Y.).

German High School Reader, (The Ryerson Press).

German 2. Comprehensive review of German Grammar with special study of syntax. Reading of modern German texts. A brief survey of modern German literature. At the end of this course students should be able to follow lectures delivered in easy German, and to comment in German (in writing or orally) on texts read.

Prescribed texts:

Grammar: Otto, German Conversation-Grammar (Wycil & Co., N.Y.).

Reading: Schiller, Wilhelm Tell (Henry Holt & Co., N.Y.).

Hausmann, Abel mit der Mundharmonika (W. W. Norton & Co., N.Y.).

Note.—Students in the first and second year courses should have a good German-English, English-German dictionary (preferably Cassell's German Dictionary in the latest edition).

ADVANCED GERMAN READING AND CONVERSATION

Provided there is an adequate number of registrations, an advanced course in German, reading and conversation, will be offered to meet the requirements of students who wish to take German without obtaining credit towards a degree.

Applicants for this course must be able to show a fair grounding in German.

HISTORY

Instructors: James A. Gibson, Ph.D.

James McQueen, M.A.

History 1. The course followed will be that prescribed for Senior Matriculation (Grade XIII) in the Collegiate Institutes of Ontario.

Prescribed texts: Modern Europe and the World, R. Flenley (J. M. Dent & Son).

A History of Modern Times, D. M. Ketelby (Clarke, Irwin).

History 2. History of the United States and Canada since 1763.

Prescribed text: A History of Canada (Wittke).

LATIN

Instructors: L. G. Keill, B.A.

Wallace H. Showman, M.A.

Latin A. A preparatory course for students who have not taken Latin for matriculation. May not be taken for First Year credit.

Latin 1. The course followed will be that prescribed for Senior Matriculation (Grade XIII) in the Collegiate Institutes of Ontario.

Prescribed texts: (1) A Book of Latin Poetry (MacMillan).
(2) A Book of Latin Prose (MacMillan).
(3) Senior Latin Composition (Gage),
by Carlisle & Mills.

Latin 2. Translation and interpretation of prescribed texts, sight translation, prose composition.

Prescribed texts: Latin Prose and Verse (Weston, Allyn & Bacon).
Latin Prose Composition (Treadgold, Cambridge).

Latin 2 will be offered in 1943-44 provided the registration is not less than eight.

MATHEMATICS

Instructors: G. de B. Robinson, B.A., Ph.D.
E. D. Hendry, B.A.
Leo McCarthy, B.A.
One to be appointed.

Mathematics 1. The course followed will be that prescribed for Senior Matriculation (Grade XIII) for the Collegiate Institutes of Ontario.

Prescribed texts: An Advanced Course in Algebra. (Miller & Rourke.)
A New Analytic Geometry. (Durant & Kingston.)

Mathematics 1 (a) Trigonometry prescribed for Grade XIII, (half subject.)

Prescribed text: Elementary Trigonometry (Hall and Knight),
Revised Can. Edition.

Mathematics 2. Calculus.

Prescribed text: Phillips, Calculus.

Mathematics 3. Plane and Spherical Trigonometry.

Mathematics 4. Analytic Geometry. A Course in Plane Analytic Geometry.

Mathematics 5. Synthetic Solid Geometry covering the properties of the principal solid figures, Methods and Formulae for Areas, Volumes, etc., Elements of Astronomy.

PHILOSOPHY

Instructor: F. E. Whitworth, M.A., Ph.D.

Philosophy 2. An introduction to philosophy. The aim is to introduce the student to the method of critical thinking.

Prescribed texts: Burr: Principles and Problems of Right Thinking.
Holmes: Exercises in Reasoning.
Dewey: Human Nature and Conduct.
Wheelwright: A Critical Introduction to Ethics.

PHYSICS

Instructor: H. G. Hanley, B.A.

Physic 1. The course is that outlined for Grade XIII in the Collegiate Institutes of Ontario. The matters treated will be the mechanics of solids, mechanics of fluids, transformation of energy. A laboratory course is associated with the lectures.

Prescribed text will be made known at the beginning of the College term.

Physics 2. An introductory course in Light, Electricity and Magnetism. This course will not be offered in 1943-44 as it has been found impossible to secure equipment at the present time.

PSYCHOLOGY

Instructor: Florence Dunlop, M.A., Ph.D.

Psychology 2. An elementary survey of mental life.

Prescribed texts: Murphy: Briefer General Psychology.
Kimball Young: Source Book for Social Psychology.
Allport: Social Psychology.

POLITICAL SCIENCE

Instructor: H. F. Angus, M.A., F.R.S.C.

Political Science 2. The elements of Political Science. A study of Modern Political Theory with special reference to the structure of modern democratic governments including the Government of Canada.

Prescribed texts will be announced at the beginning of the College term.

SPANISH

Instructors: Thomas B. Irving, M.Litt., Ph.D.
G. Earl Fraser, M.A.
Mario J. Harrington, M.A.
Mercedes French, B.A.

Spanish 1A. A special course for those who have not taken Spanish for Junior Matriculation.

Prescribed texts:

Grammar: Learning Spanish (Kenniston).

Reader: Cartilla Mejicana (Torres-Rioseco & Morby).

Conversation: Spanish Conversational Exercises (Kany).

Spanish 1. Grammar, pronunciation, translation, composition.

Prescribed texts:

Grammar: Alternate Spanish Review Grammar (Seymour & Carnahan).

Reader: Lector Hispanoamericano (Torres-Rioseco & Monguio).

Spanish 2. Spanish and Latin American Culture.

Prescribed texts:

Literature: Representative Spanish Authors, Pattison (Oxford).
The Epic of Latin-American Literature, Torres-Rioseco (Oxford).

Antologia de La Literatura Latino Americana (Torres-Rioseco).

History: Historia de Las Americas (Pereira).

RUSSIAN

Instructor: D. I. Lalkow, M.D.

Russian 1A. The work comprises the elements of Grammar: orthography, writing, pronunciation, accentuation, and reading of easy texts.

The course in Grammar, though elementary in form, is practical for reading, writing and speaking Russian. The course will also include translations from Russian into English and from English into Russian, and conversational practice.

Prescribed text: Bondar's Simplified Russian Method.

Russian 1. The course begins with the review and completion of Bondar's Simplified Russian Method. After completing the prescribed textbook, the student will have a good knowledge of the Russian Grammar and a stock of words at his command quite sufficient for carrying on an ordinary conversation and for translating or writing business letters.

The course will also include Commercial Correspondence: commercial letters, terms and phrases, readings dealing with various branches of commercial activity; simple narrative on Russian life, customs and history, with short stories from Tolstoy, Dostoyevsky and Chekhov.

Prescribed texts: Bondar's Simplified Russian Method.
Russian Reader by G. Z. Patrick.

FINE ART

Instructor: W. S. Heckscher, Ph.D.

Fine Art (a) An introductory course into the History of European Art.

An outline of the development and iconography of architecture, sculpture and painting, representative of the early Christian, Romanesque, Gothic, Renaissance and post-Renaissance styles.

The works of art will be studied as documents of the spiritual evolution of their periods.

Special stress will be laid on the influence of both Classical Antiquity and Christian thought.

(b) Art Studio:

In conjunction with this strictly historical lecture course, a special period will be set aside for practical drawing and to acquaint the students with the Old Masters' techniques.

Students will be given the opportunity to avail themselves of the very comprehensive study material in National Gallery.

DEPARTMENT OF FAR EASTERN STUDIES

Gordon R. Taylor, M.A., Director. Instructor in Literary Chinese.
Mrs. Edward B. S. Lee, L.L.B., Instructor in Mandarin (Kuo-Yu).

Gan D. Chu, B.A.Sc., Instructor in Cantonese.

Herbert E. Norman, Ph.D., Instructor in Japanese.

Miss Edith Ikeda, Instructor in Japanese.

The aim of the Department is to train students in the use of the Chinese and Japanese languages in their written and spoken forms. Students are not permitted to begin the study of both Chinese and Japanese in the same year, and the courses in the two languages are conducted independently. First Year courses are elementary and general. In the Second Year specialization in a chosen field is begun.

Chinese 1A. Elementary Literary Chinese.

A careful study of the fundamentals of the syntax of the literary form of the language will be accompanied by a progressive building of a basic vocabulary of the most common characters and their combinations.

Exercises in reading, writing, and translation will be set. The students will be introduced to the analysis of characters and the use of the dictionary. Monday and Wednesday, Mr. Taylor.

Chinese 1B. Junior Kuo-Yu (Mandarin).

An introduction to the National Language of China. Study of the tones and the construction of sentences. General vocabulary. Conversation practice.

Tuesday and Thursday,

Mrs. Lee.

Chinese 1C. Junior Cantonese.

Cantonese is the dialect of South China and Hong Kong and of the Chinese in Canada and the U.S.A. The student is drilled in the tones and practised in the structure of conversational sentences. Every-day vocabulary and idioms.

Mr. Gan Chu.

Note.—No student will be allowed to take both 1B and 1C in the same year. On the other hand the student is encouraged to take 1A and either 1B or 1C simultaneously.

Chinese 1₁. Intermediate Literary Chinese.

Continued study of the syntax of Chinese prose. Reading of selected texts chosen in accord with the interests of the students; cultural, scientific, journalistic, commercial. Interpretive study of extracts from the *Four Books* and *T'ang Lyrics* (one class per week in the second term). The principles and practice of translation.

Prerequisite: Chinese 1A.

Chinese 1₂. Senior Kuo-Yu (Mandarin).

Conversational practice based upon material gathered from the Chinese vernacular press. Reading of graded modern prose.

Chinese 1₃. Senior Cantonese.

Continued practice in conversation with a view to fluency and facility of expression and enlargement of vocabulary. The study of more formal speech.

JAPANESE

Japanese 1A. Beginners' course.

This course has been planned for those with no previous knowledge of the Japanese language. The chief emphasis is placed upon conversation and the common forms of everyday speech. The vocabulary is introduced gradually together with a thorough study of the elements of grammar and sentence structure.

After the first six weeks the reading of Kana is introduced and in the second term the Hiragana.

Text: Vaccari, Japanese Conversation-Grammar.

Monday and Wednesday

Miss Ikeda.

Japanese I₁. Intermediate Conversation.

Continuation of the Beginners' Course with considerable attention to more complicated verb forms.

In the second term the recognition of some more common Chinese characters (Kanji) will be introduced.

To be appointed.

Japanese I₂. Kanji course.

This course is concerned with the reading and interpretation of modern Japanese prose written with Kana and Chinese characters (Kanji). A thorough study of the grammar and syntax of the modern written style will preface a concentrated treatment of the selected texts.

Prerequisites: Conversational knowledge of Japanese.

Textbook: Elementary Japanese for University Students (Harvard Press).

Tuesday and Thursday

Dr. Norman.

ORIENTAL CIVILIZATION

A course of lectures will be given in order to present the cultural development of the arts, literature, philosophy and political administration in ancient and mediaeval China and Japan.

Members of the Department.

SECTION II

INSTITUTE
of
PUBLIC ADMINISTRATION

Institute of Public Administration

In the Articles of Association of the Ottawa Association for the Advancement of Learning two major objects are set out:

1. The organization and establishment of a non-sectarian college of higher learning in the City of Ottawa.

2. The organization and establishment of an Institute of Public Administration. The first object was realized in the establishment of Carleton College in June, 1942. The college year 1942-43 was devoted to placing the college on a firm foundation. The success achieved was beyond the most optimistic expectations.

At a meeting of the Board of Governors on April 23, 1943, it was decided to begin instruction under the Institute of Public Administration during the session 1943-44.

To clearly distinguish between the College and the Institute separate Educational Directorates were set up. The College and the Institute, while operating under the same Board of Governors, will each have its own separate function, the College devoted to undergraduate work, the Institute on a semi-graduate faculty scale.

A number of such institutes have been started in the United States' Universities. They have not been functioning long enough to permit a final judgment on their usefulness when separated from centres where larger public service units are operating. It seemed to the Board, however, that in Ottawa, the Capital of Canada, a unique opportunity to render a national service through such an institute was offered. Further, the Board decided that instead of planning an elaborate scheme, it would be wiser to begin by offering courses of instruction in subjects designed to meet immediate needs, as indicated by requests received.

Like the work of the College, the work of the Institute will be expanded as rapidly as possible to meet the needs of the growing public service of the country.

* Details of courses will be published under separate cover at a later date. Students requiring information should apply to the College office, Glebe Commerce building, Carling Ave. Phone 5-4578.

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* See BOX 22, - Archival copy of 1943/44 2nd edition

